

## FAQ: HR CONTRACT MANAGEMENT PROCESS FOR PHD STUDENTS

**Q1: For group 3.** What happens if between the different years there is a change and the external salary is no longer as high as the salary of the second or 3rd year EPFL PhD student. Can they move the PhD student to group 2? How is the follow-up?

*A: Yes, it is possible to change groups. In the event of changes concerning financing, the Thesis Director determines the new group and submits a new 'Hiring proposal Doctoral Assistant' document to HR at least one month in advance. Please see step (VIII) 'Changes in situation' for further information on what to do.*

**Q2: For group 3.** Do we have to fill a new "Hiring proposal Doctoral Assistant" document every year when renewing a contract?

*A: PhD students in group 3 have contracts with their external employer. Documentation confirming that external financing  $\geq$  EPFL salary for the entire length of the PhD should be collected and sent to HR. There is no need to renew annually the "Hiring proposal Doctoral Assistant" document.*

**Q3: For group 3.** We have not collected documentation of PhD students in group 3 in the past. Do we need to collect it retroactively?

*A: No. This group is only applicable as of November 1, 2019 with no retroactive effect. Information regarding students in group 3 has not been visible until now. We will collect documentation for PhD students in this group starting November 1, 2019.*

**Q4: For group 3.** What do we do with regarding lab accident insurance?

*A: There is a compulsory insurance with the employer, so people in group 3 must be insured through their employer. In addition, EPFL has accident insurance for all persons visiting the campus.*

**Q5:** In the new document "Hiring proposal Doctoral Assistant", the Professor commits with his/her signature to financing the candidate until the oral exam. Does this impact the standard 3 month trial period that usually applies to all employees? If there was a problem of compatibility within the first 3 months, is it possible to terminate the contract at this stage?

*A: Yes, the Contractual trial period of 3 months is still valid. If there was a problem of compatibility within the first 3 months, it is still possible to terminate the contract at that time.*

**Q6:** What should be the salary for EPFL PhD students who live abroad?

*A: Response: This processus and the EPFL PhD salary is applicable for people living in Switzerland. Please inform HR if you have cases of PhD students living abroad.*

**Q7:** PhD students who are paid by the Fond National (FN), do they belong to group 1 or group 2 ?

*A: If the payment is made directly to the doctoral student, he/she will be part of group 2. If the payment is made to the laboratory and the PhD student receives their EPFL standard salary, they will be part of group 1.*

**Q8:** If the PhD student's oral examination is before the end of contract, can we end the contract early?

*A: No. Payment to PhD student is until the end of contract.*

**Q9:** Do we mean the same by the term 'doctorant' and 'assistant doctorant'?

*A: Yes. For the purpose of this processus we use them interchangeably.*